

VARIANCE APPLICATION PROCESS

The owner of property within the City, or his authorized agent, may apply for a variance for the property. In order to be accepted for consideration, all required application forms and documentation must be complete. A checklist is included, specifying the required documentation comprising a complete application packet.

Variance requests shall be submitted and considered according to the following process:

1. Pre-application Meeting: Applicant should schedule a pre-application meeting with the Community Development Director or his designee to determine the variances required, and to discuss the necessary documents, fees and schedules pertinent to the request.
2. Application Submittal: Applicant shall submit a complete application to the Community Development Department.
3. Initial Staff Review: Application will be distributed to appropriate city staff for review and comment. All staff comments will be submitted to the Community Development Department within 10 working days.
4. Resubmittal: Upon receipt of staff comments, all comments will be consolidated into a single report for distribution to the applicant. The applicant shall revise the plans in accordance with the comments received and resubmit the plan to the Community Development Department.
5. Staff Evaluation: A staff analysis report with a recommendation to the Planning and Zoning Commission will be prepared.

VARIANCE APPLICATION CHECKLIST

An initial submittal of the variance application shall consist of three (3) copies of the following documents and information.

Required Item	Requirements	Check/Initial
Application Fee	\$350.00 per variance Check or Money Order \$31.00 Notice of Public Hearing Sign	
Application Checklist	This application checklist must be submitted with application packet	
Application Form	Must be complete, including notarization as indicated	
Survey	Accurate, to scale, up-to-date certified survey of the property with metes and bounds shown. Existing thoroughfares; existing drainage areas; existing buildings, structures and facilities; existing utilities on or adjacent to the property; and ownership, zoning and uses of all property adjacent to or within 200 feet of the property should also be shown.	
Legal Description	Accurate written legal description of the property which matches the metes and bounds shown on the survey	
Warranty Deed	A copy of the recorded Warranty Deed	
Lease Agreement	A copy of the lease agreement between the property owner and the applicant, if applicable. Lease must identify party responsible for reclamation of the property.	
Letter of Intent	A letter clearly stating the proposed use and development intent.	
Conceptual Site Plan	Must be drawn in accordance with the <i>Code of Ordinances, Article V. The Building Process.</i>	

*Any documents that are larger than 11"x17", a copy reduced to 11"x17" shall also be required.

(For Office Use Only)

Total Amount Paid \$ _____ Check# _____ Money Order # _____ Received by: _____

Application checked by: _____ Date: _____

Pre-application meeting: _____ Date: _____

Date Received: _____

APPLICANT INFORMATION

APPLICANT NAME: _____

ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

EMAIL ADDRESS: _____

OWNER INFORMATION (If different from Applicant)

OWNER NAME: _____

ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

EMAIL ADDRESS: _____

PROPERTY INFORMATION (attach legal description)

ADDRESS: _____

PARCEL ID#: _____ LAND LOT: _____ DISTRICT: _____

VARIANCE REQUEST

TYPE OF VARIANCE REQUESTED (circle one):

Minor
Variance

Primary
Variance

Secondary Variance /
Interpretation

Concurrent
Variance

Landscaping
Variance

DESCRIPTION OF VARIANCE REQUESTED: _____

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VARIANCE CONSIDERATIONS

Relief, if granted, would be in harmony with, or, could be made to be in harmony with, the general purpose and intent of this chapter; or

The application of the particular provision of this chapter to a particular piece of property, due to extraordinary and exceptional conditions pertaining to that property because of its size, shape, or topography, would create an unnecessary hardship for the owner while causing no detriment to the public; or

Conditions resulting from existing foliage or structures bring about a hardship whereby a sign meeting minimum letter size, square footage and height requirements cannot be read from an adjoining public road.

CERTIFICATION OF OWNERSHIP

I hereby certify that I am the owner of the property shown on the attached plat, described in the attached legal description, and identified as follows: _____

Type or Print Owner's Name

By: _____
Owner's Signature

Date

Sworn and subscribed before me this
_____ day of _____, 20____.

Notary Public

Commission Expires

(Seal)

POWER OF ATTORNEY (if owner is not the applicant)

Applicant states under oath that: (1) he/she is the executor or Attorney-in-fact under Power-of-Attorney for the owner (attach a copy of Power-of-Attorney letter); (2) he/she has an option to purchase said property (attach a copy of the contract); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease).

Type or Print Owner's Name

Owner's Signature

Date

Sworn and subscribed before me this
____ day of _____, _____

Notary Public

Commission Expires

(Seal)

Type or Print Applicant's Name

Applicant's Signature

Date



City of Fairburn Variance Application

ATTORNEY / AGENT

CIRCLE ONE: Attorney Agent

Type or Print Attorney / Agent's Name

Attorney / Agent's Signature

Address

Phone Number

Email Address

AUTHORIZATION TO INSPECT PREMISES

I/we _____ am/are the owner(s) of the property, which is the subject matter of this application. I/we authorize the City of Fairburn to inspect the premises, which is the subject of this request for a Variance.

Type or Print Owner's Name

Owner's Signature